

How to fill out a Colorado title

Colorado certificate of title · 8 of 12 boxes are the seller's · rules as of 2026-08-23

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</forms/colorado/certificate-of-title/>

This sheet is not the title. It is the checklist to keep beside one. NOTICE: ANY ALTERATION OR ERASURE MAY VOID THE ASSIGNMENT AND ALL ASSIGNMENTS THAT FOLLOW The block names below are transcribed from the certificate itself and from the itemised list of required fields in the Douglas County Clerk and Recorder's Colorado Dealer Packet, which is the training document the department's authorized agents work from.

Who has to sign

Every owner printed on the face	The certificate gives four Seller's Hand Printed Name rows and four Seller's Signature rows underneath them. Two owners means two of each, and the printed name has to match the face of the title character for character.
Nobody as a witness	There is no witness line and no acknowledgement block on the back of a Colorado title. The witness signature people remember is on the DR 2395 application, which the buyer files, not on the certificate.
No notary, at any point	There is no acknowledgement block, no seal box and no commission line anywhere on either face of the certificate. Where a notary does appear on Colorado motor-vehicle paper it is on a power of attorney or a small-estate affidavit, never on the assignment.
The buyer, exactly once	One Buyer's Signature Acknowledges Odometer Reading line, and the note in the county clerks' own dealer packet is that only one signature is required to acknowledge the odometer even where two buyers are printed.
An agent, only with the original power of attorney	A copy will not move ownership. The DR 2175 says the original power of attorney must be surrendered to transfer ownership and acknowledge the odometer reading.
Not a dealer, in your block	The three blocks beneath yours are dealer reassignments, each with a licence number line, and the band across them says they may only be used by licensed dealers.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
1	YOU	Before anything: read the front and check the spelling	The owner names as the face of the certificate prints them, the conjunction between them, and whether the lien release section on the front has been signed and dated. Watch out: Your printed name in the assignment has to match the face of the title. First initial and last name is not acceptable for the seller or the seller's agent, and a mismatch needs a DR 2421 travelling with the paperwork.
2	YOU	Odometer Reading	The current reading in whole miles, in the field marked No Tenths at the top left of the Assignment by Owner block. Watch out: This is the one box on a Colorado title with no second chance. An alteration of the odometer reading in the Assignment by Owner section voids the document and the fix is a duplicate title, unless the vehicle is 2010 or older and can be exempted with a statement of fact.
3	YOU	Odometer indicator: Actual Mileage	One tick, in one of three boxes - Actual Mileage, Mileage in excess of Mechanical Limits, or Not Actual - Warning: Odometer Discrepancy. Watch out: Required whenever a reading is entered, and the third box is not a shrug. It writes a permanent discrepancy onto the buyer's certificate and every certificate issued after it.
4	YOU	Seller's Hand Printed Name(s)	Printed, not signed, and the field label carries its own instruction in brackets: must be the same as it appears on the face of the title. Watch out: If the title is in a business name, the person printing here is the agent and the business name goes with it. If a power of attorney is being exercised, the agent prints their own name, not the owner's.
5	YOU	Seller's Signature	Directly under the printed name. Every owner the front of the certificate names needs a row of their own, and the block gives four. Watch out: Sign in ink and sign once. The declaration you are signing under is the perjury sentence printed above the block, not a notary's seal - there is no seal on a Colorado title and nowhere to put one.
6	YOU	Date of Sale	The day the keys actually changed hands, in the field on the fourth seller row. Watch out: This date starts the buyer's sixty-day clock and, if you file one, dates your report of transfer. Post-dating it to help a buyer who is not ready is a false statement on a document you have just sworn to.
7	YOU	Purchase Price	What was actually paid, in the field under the date of sale. Watch out: Leave it out and the county needs a bill of sale instead, because the price is what the sales tax is calculated on. Write a low number to help the buyer and you have signed a false declaration to save somebody 2.9 per cent plus local.
8	BUYER	Buyer's Hand Printed Name	In the right-hand column of the block, printed as it appears on their secure and verifiable identification. Watch out: Their name has to match their identification exactly or they need their own DR 2421. A nickname, a maiden name or a doing-business-as will stop the application at the counter.

#	WHO	BOX	WHAT GOES IN IT
9	BUYER	Buyer's Signature Acknowledges Odometer Reading	One line, acknowledging the mileage you have just certified. Watch out: Only one buyer signature is required even where two buyers are printed. It is federal rather than a Colorado flourish, which is why the paragraph above it cites 49 USC 327.
10	BUYER	Buyer's Physical Address, City, State, ZIP	Where the buyer actually lives, in the last two fields of the buyer column. Watch out: This decides which county takes the application and which local sales tax rate applies. A post-office box or an old address sends the paperwork to the wrong counter and costs the buyer money.
11	DEALER	The three blocks below yours	First, second and third dealer reassignment, each with a selling dealer name, a licence number, an agent's printed name and signature, and an auction name and number. Watch out: A private seller who fills one of these in has used the wrong block on the right document. The band above them reads THE FOLLOWING REASSIGNMENT MAY ONLY BE USED BY LICENSED DEALERS, and the foot of the sheet says no additional reassignments permitted.
12	YOU	Then the part that is not on the document	Plates off the car, an emissions certificate handed over if the buyer is in the programme area, and a release of liability filed through myDMV. Watch out: The plates expire the instant you assign the title, so they cannot go on your next car and there is nothing to gain by leaving them. Return them to a county office or recycle the metal.

Six minutes with the certificate before you sign anything

- **Check the lien release section on the front first** — It is on the face of the certificate and the lienholder fills it in. A blank release block means the payoff never reached the record, and the buyer's county will reject the application whatever your bank told you on the telephone.
- **Get the odometer field right the first time** — Alteration of the odometer reading in the Assignment by Owner section voids the document. Not the line, the document - and the remedy is a duplicate title bought by you before the sale can be completed.
- **Print the name the title prints, not the name you use** — The department's instruction is that the seller must print their name as it appears on the title, and that a first initial with a last name is not acceptable from a seller or a seller's agent.
- **Decide where the price is going before you start** — The date of sale and the purchase price must be written on the back of the title unless a separate bill of sale is also included. Picking one and doing it properly beats discovering at the counter that you did neither.
- **Buy the emissions test before the handover, not after** — In the programme area the seller provides the passing test, and it has to be one that has not already been used to register or renew a vehicle. There is no way to hand over a certificate you have already spent.
- **Have a screwdriver in your pocket** — The plates are yours and they expire the moment you assign the title. Taking them off is part of the handover, not an errand for the following week.

TRANSFER OF OWNERSHIP/BUYER(S) REQUIREMENT - Upon the sale or transfer of a motor vehicle the owner in whose name the certificate of title is issued shall execute a formal transfer of the vehicle. Within 60 days the buyer shall present the certificate of title together with an application for title to an authorized agent pursuant to C.R.S. 42-6-110.			
TRANSFER OF OWNERSHIP/SELLER(S) REQUIREMENT - When the owner of a motor vehicle transfers or assigns the certificate of title to a buyer, the registration of such vehicle shall expire and the seller shall remove the license plates pursuant to C.R.S. 42-3-115.			
ODOMETER CERTIFICATION - Federal and state law requires the seller to declare the mileage of the motor vehicle and requires the buyer to acknowledge the mileage of the motor vehicle upon transfer of ownership. The seller and buyer are required to print and sign their name to acknowledge the mileage pursuant to 49 USC 327.			
THE SELLER(S) CERTIFIES, UNDER PENALTY OF PERJURY IN THE SECOND DEGREE, THAT THE SELLER(S) SIGNATURE(S) RELEASES AND TRANSFERS INTEREST IN THE VEHICLE AND THE ODOMETER READING AND DECLARATION ARE TRUE AND CORRECT TO THE BEST OF THEIR KNOWLEDGE.			
NOTICE: ANY ALTERATION OR ERASURE MAY VOID THE ASSIGNMENT AND ALL ASSIGNMENTS THAT FOLLOW			
ASSIGNMENT BY OWNER(S)	Odometer Reading 121,384	☒ Actual Mileage ☐ Mileage in excess of Mechanical Limits ☐ Not Actual - Warning: Odometer Discrepancy	Buyer's Hand Printed Name EMMANUEL D. SOTELO-VIGIL
	Seller's Hand Printed Name(s) (must be the same as it appears on the face of the title) ROSALIND P. KIRCHHOFF		Buyer's Signature Acknowledges Odometer Reading <i>Emmanuel D. Sotelo-Vigil</i>
	Seller's Signature <i>Rosalind P. Kirchhoff</i>		Buyer's Hand Printed Name
	Seller's Hand Printed Name(s) (must be the same as it appears on the face of the title)		Buyer's Hand Printed Name
	Seller's Signature		Buyer's Hand Printed Name
	Seller's Hand Printed Name(s) (must be the same as it appears on the face of the title)		Buyer's Hand Printed Name
	Seller's Signature		Buyer's Hand Printed Name
	Seller's Hand Printed Name(s) (must be the same as it appears on the face of the title)	Date of Sale 08/14/2026	Buyer's Physical Address 908 Berkley Ave
	Seller's Signature	Purchase Price \$12,750.00	Buyer's City, State, ZIP Pueblo, CO 81004
	THE FOLLOWING REASSIGNMENT MAY ONLY BE USED BY LICENSED DEALERS.		
1 st DEALER REASSIGNMENT	Odometer Reading _____	☐ Actual Mileage ☐ Mileage in excess of Mechanical Limits ☐ Not Actual - Warning: Odometer Discrepancy	Buyer's Hand Printed Name(s)
	Selling Dealer Name	License Number	Buyer's Signature Acknowledges Odometer Reading
	Agent's Hand Printed Name	Date of Sale	Buyer's Hand Printed Name(s)
	Agent's Signature	Purchase Price	Buyer's Hand Printed Name
	Auction Name (When Applicable)	Auction Number	Buyer's Physical Address, City, State, ZIP
2 nd DEALER REASSIGNMENT	Odometer Reading _____	☐ Actual Mileage ☐ Mileage in excess of Mechanical Limits ☐ Not Actual - Warning: Odometer Discrepancy	Buyer's Hand Printed Name(s)
	Selling Dealer Name	License Number	Buyer's Signature Acknowledges Odometer Reading
	Agent's Hand Printed Name	Date of Sale	Buyer's Hand Printed Name(s)
	Agent's Signature	Purchase Price	Buyer's Hand Printed Name
	Auction Name (When Applicable)	Auction Number	Buyer's Physical Address, City, State, ZIP
3 rd DEALER REASSIGNMENT	Odometer Reading _____	☐ Actual Mileage ☐ Mileage in excess of Mechanical Limits ☐ Not Actual - Warning: Odometer Discrepancy	Buyer's Hand Printed Name(s)
	Selling Dealer Name	License Number	Buyer's Signature Acknowledges Odometer Reading
	Agent's Hand Printed Name	Date of Sale	Buyer's Hand Printed Name(s)
	Agent's Signature	Purchase Price	Buyer's Hand Printed Name
	Auction Name (When Applicable)	Auction Number	Buyer's Physical Address, City, State, ZIP
* NO ADDITIONAL REASSIGNMENTS PERMITTED - Last Assignee must obtain title in their name(s)			

COLORADO CERTIFICATE OF TITLE — FRONT

the face of the document, block by block, from the Douglas County Clerk and Recorder's own itemised list

Only one block on this side is a private seller's business, and it is not one you write in — it is the lien release, which you check before you advertise the car. Everything else here was printed by the state or the county when the certificate was issued.

TITLE BANNER MOTOR VEHICLE • MANUFACTURED HOME • NON-REPAIRABLE • OFF-HIGHWAY • SNOWMOBILE • SALVAGE • TRAILER Printed directly under the words CERTIFICATE OF TITLE. It says what kind of document this is.		ADDITIONAL TITLE BANNER DEALER RESALE NO SALES TAX PAID • REBUILT FROM SALVAGE • DUPLICATE TITLE Upper left corner. Three phrases, and two of them change what the car is worth before anybody looks at the mileage.	
VEHICLE INFORMATION VIN • YEAR • MAKE • MODEL • WEIGHT Read the vehicle identification number off this and copy it into every form in the packet. Not off the dashboard, and not off an old registration.		TITLE NUMBER Two formats. Issued before 8 August 2018: two numeric, one alpha, then six numeric, where the first two digits are the county that issued it. Issued after: nine numeric digits, with the county name printed under Date Issued instead.	
ODOMETER READING AND INDICATOR As disclosed at the last transfer, not as the car reads today. It is the number a county clerk reads against the reading you write on the back — and if the face already carries a reading on a vehicle old enough to be exempt, that is the one case where a 2010-or-older car still gets a reading carried across.		TITLE BRANDS Each brand printed with the state that added it. Salvage, rebuilt from salvage, non-repairable, flood damaged, odometer tampered with, lemon law buyback, or a designation made by another state. Whatever is printed here goes on the DR 2710 disclosure before the sale.	
OWNER NAME(S) AND ADDRESS OWNER NAME(S) • ADDRESS • JTWROS (IF APPLICABLE) The spelling here is the spelling you must print on the back. If your identification spells it differently, a DR 2421 Statement of One in the Same goes in with the packet. JTWROS printed against two names means the survivor takes the vehicle on a death certificate.		MAIL TO NAME AND ADDRESS Either the lienholder or the owner — whoever the certificate was posted to. On a financed car this is the lender, which is why a seller who has just paid a loan off may never have held the document at all.	
DATE PURCHASED when the current owner bought it	DATE ACCEPTED when the county processed the application	DATE ISSUED when the county or the state printed the certificate	ISSUED BY either State, or the name of the county
PREVIOUS TITLE NUMBER PREVIOUS TITLE STATE Where the vehicle was titled before Colorado, if it came in from elsewhere.		THE STATUTORY NOTICE A paragraph of small print citing C.R.S. 42-6-109(3), telling the owner they may voluntarily notify the department within five days of a transfer.	
LIENHOLDER NAME AND ADDRESS, AND THE LIEN RELEASE SECTION CHECK LIENHOLDER NAME • ADDRESS • RECEIVED DATE • EXTENSION DATE • MATURITY DATE • LIEN AMOUNT • RELEASE Up to four liens may be filed and each has its own block. This is the one thing on the front of a Colorado title that can stop a sale after the money has moved, so look at it before you advertise. A release needs the printed or stamped lienholder name, the agent's signature and the date the lien was released — and it is the lender who fills it in, never you. On a repossession the block is left blank and a DR 2393 Statement of Repossession goes with the application instead. X _____			
EXECUTIVE DIRECTOR, COLORADO DEPARTMENT OF REVENUE a printed signature, not anybody's to countersign		LETTER ID the department's own reference for the printing	CONTROL NUMBER the security number of the piece of paper

Drawn from the itemised description of the front of a Colorado Certificate of Title on pages 14, 16 and 17 of the Douglas County Clerk and Recorder's Colorado Dealer Packet. Proportions, colour, typography and the security printing of the real document are not reproduced here, and the only picture of this side that any Colorado agency publishes is a photocopy of a real person's issued title.

ANNOTATED SAMPLE - Assignment by Owner(s), Colorado Certificate of Title (Douglas County Clerk and Recorder specimen)

TRANSFERS INTEREST IN THE VEHICLE AND THE ODOMETER READING AND DECLARATION ARE TRUE AND CORRECT TO THE BEST OF THEIR KNOWLEDGE.			
NOTICE: ANY ALTERATION OR ERASURE MAY VOID THE ASSIGNMENT AND ALL ASSIGNMENTS THAT FOLLOW			
2	Odometer Reading 121,384	☒ Actual Mileage ☐ Mileage in excess of Mechanical Limits ☐ Not Actual - Warning Odometer Discrepancy	Buyer's Hand Printed Name EMMANUEL D. SOTELO-VIGIL
3	Seller's Hand Printed Name(s) (must be the same as it appears on the face of the title) ROSALIND P. KIRCHHOFF		Buyer's Signature Acknowledges Odometer Reading Emmanuel D. Sotelo-Vigil
4	Seller's Signature Rosalind P. Kirchhoff		Buyer's Hand Printed Name
5	Seller's Hand Printed Name(s) (must be the same as it appears on the face of the title)		Buyer's Hand Printed Name
	Seller's Signature		Buyer's Hand Printed Name
	Seller's Hand Printed Name(s) (must be the same as it appears on the face of the title)		Buyer's Hand Printed Name
	Seller's Signature		Buyer's Hand Printed Name
6	Seller's Hand Printed Name(s) (must be the same as it appears on the face of the title)	Date of Sale 08/14/2026	Buyer's Physical Address 908 Berkley Ave
10	Seller's Signature	Purchase Price \$12,750.00	Buyer's City, State, ZIP Pueblo, CO 81004
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Every rule here is transcribed from Douglas County Clerk and Recorder, Colorado Dealer Packet, pages 13 to 17 and the Colorado Department of Revenue, Division of Motor Vehicles's own pages. Plain-language help with a form, not legal advice — where our wording and the agency's differ, theirs governs.